

JOB TITLE: Clerk to the Board

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DEPARTMENT: Governing Body, Rutherford County

JOB SUMMARY: This position is responsible for creating, coordinating, and maintaining a permanent record of Board actions including historical and current official records; researching, interpreting, and analyzing various reports and activities; and assuring that legally required Board operational processes and procedures are followed.

MAJOR DUTIES:

- o Serves as custodian of official county records; certifies legal documents on behalf of the county.
- o Creates, maintains, and publishes the official records of the Board of Commissioners; maintains permanent historical records.
- o Analyzes various reports and activities and assures that legal board operational processes and procedures are followed.
- o Prepares agenda for regular and special Commission meetings; researches information to be included; provides information to press and general public and posts information on web site.
- o Administers the oath of office to elected officials.
- o Performs a variety of administrative duties for the Chairperson and Board members including independent composition of resolutions, proclamations, and correspondence.
- o Prepares notices and legal advertisements.
- o Coordinates the purchase and maintenance of office equipment.
- o Develops and monitors the department budget.
- o Coordinates special projects for the Board.
- o Administers county Centrex telephone system and voice mail system.
- o Administers and maintains Governing Body's web site.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county ordinances, codes, policies, and procedures.
- o Knowledge of state and federal laws governing county government operations.
- o Knowledge of the principles and practices of public administration.
- o Knowledge of legal requirements relevant to preservation of official records.
- o Knowledge of public human resource management.
- o Knowledge of modern office practices and procedures.
- o Knowledge of county budgeting and purchasing procedures.
- o Skill in organizing and prioritizing work.
- o Skill in operating such office equipment as a computer, calculator, typewriter, facsimile machine, and copier.
- o Skill in report preparation and records maintenance.
- o Skill in web site creation and maintenance.
- o Skill in performing mathematical calculations.
- o Skill in interpersonal and public relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Board of Commissioners assigns work in terms of very general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances, relevant state and federal laws, department policies and procedures, and directives from the Board of Commissioners. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative duties. The necessity of remaining sensitive to political issues contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to coordinate and supervise the maintenance of records and official documents for the county. Successful performance helps ensure an effectively-documented county administration.

PERSONAL CONTACTS: Contacts are typically with Board of Commissioners members, co-workers, local and state elected officials, other government agency representatives, employees from other county departments, civic representatives, media representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, motivate personnel, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Clerk (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.